

Job Posting

Posting & Application Period:
August 22 to September 10, 2014 (by 5 pm)

Capitol Tour Guide

DEPARTMENT: Michigan State Capitol Commission – Tour & Information Services

STATUS: Full-Time | 40 hours per week, Monday through Friday

PAY RATE: \$32,238 annually with state benefit package

JOB LOCATION: Capitol Building, 100 N. Capitol Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

The employee in this position conducts guided tours of the Michigan State Capitol Building and grounds for individuals and groups, informing them of the building's architecture, history, construction, the legislative process, artwork, and state government functions. Staffs the tour guide information desk, answers the telephone, responds to inquiries from callers and visitors, and assists with Capitol events. Schedules tours of the Capitol and Michigan Historical Museum. The employee will also work on historical research projects. This is an at-will, non-partisan position.

MINIMUM QUALIFICATIONS

- High school graduate or GED Certificate required, with preference for candidate with post K-12 coursework in history or political science.
- Experience using personal computers required.
- Experience in public speaking or making group presentations required.
- Must be physically able to perform the essential functions of the position.

NECESSARY SPECIAL REQUIREMENTS

- Must be willing and able to work irregular hours and overtime as required, including nights, weekends, holidays and special events.
- Must be willing to work holidays on a rotational basis.
- Must be able to stand for prolonged periods and climb stairs frequently.
- Must be able to hear and be heard in a noisy environment.
- Must be willing and able to work with children.
- Must maintain a professional, friendly attitude, including forming and upholding a positive image of the Capitol and state government.
- Must be willing and able to be certified in CPR and first aid.

HOW TO APPLY

Only online applications are being accepted through the State of Michigan's NEOGOV system at <http://agency.governmentjobs.com/michigan/default.cfm>. Applicants must include the following two items as separate attachments in their online application in order to be considered: 1) cover letter outlining skills, interest and qualifications, and 2) resume. The deadline to apply is 5 pm on Wednesday, September 10, 2014.

Current Legislative Council or Capitol Commission employees who wish to apply should contact the LSB Human Resources Office at HumanResources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Michigan State Capitol Commission (MSCC) is a nonpartisan legislative information and service agency. This is an unclassified, non-Civil Service position in State government. All Commission employees are considered "at-will."

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The MSCC accepts resumes and applications for employment only for current position vacancies. The MSCC is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.